

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

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EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Citizens Redistricting Commission	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Sacramento, CA	3. CLASS TITLE Staff Services Manager I - Specialist
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m. / variable schedule	5. SPECIFIC LOCATION ASSIGNED TO 721 Capitol Mall, Suite 260, Sacramento, CA 95814
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 786-200-8880-001

YOU ARE A VALUED MEMBER OF THE COMMISSION'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE COMMISSION TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Commission Chair and Co-Chair, the Staff Services Manager I - Specialist (SSM I) plans, organizes, and works to ensure the effective delivery of Information Technology, Human Resources, and Business Services to support the day to day operations of the Commission. The SSM I is also responsible for ensuring that the Commission's public meetings are held as scheduled and are adequately provisioned and operated. The incumbent ensures all venue requirements are carried out, provides operational support to service providers, speakers, commissioners, and ensures Commission and venue safety requirements are carried out.

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| 9. Percentage of time performing duties | 10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) |
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10%	ESSENTIAL FUNCTIONS
	<u>Budget</u> Performs budgetary functions for the Commission working with DGS Office of Fiscal Services <ul style="list-style-type: none"> Gathers and evaluates data arising in connection with financial administration including projected and actual costs for goods, services, personnel and operational expenses; Analyzes budget requests and performs on-going control of appropriations; Oversees processing and tracking of all monthly, quarterly, and closeout financial reports received through Fi\$Cal, the State Controller and any other databases that may contain financial information Reviews reports provided by DGS Fiscal Services and reconciles with Commission records; Responsible for budget preparation, including revenue forecasts, budget defense, and presentation. Prepares baseline budget; prepares budget revisions.

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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9. Percentage of time performing duties	10. Identify the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
<div data-bbox="198 386 258 422">20%</div> <div data-bbox="198 867 258 903">10%</div> <div data-bbox="198 1543 258 1579">15%</div>	<div data-bbox="375 260 839 296">ESSENTIAL FUNCTIONS (continued)</div> <div data-bbox="375 315 508 350"><u>Accounting</u></div> <div data-bbox="375 350 1479 386">Performs accounting functions for the Commission working with DGS Office of Fiscal Services</div> <div data-bbox="375 403 1539 777"> <ul style="list-style-type: none"> • Tracks costs and expenditures; • Tracks submission and payment of all Commission AP's and Travel Expense Claims (TECs); • Maintains accounting records and monthly expenditures; • Enters invoices, contracts and other payables into Fi\$Cal for processing; • Goes over monthly reports from DGS Fiscal Services and reconciles with commission records; • Maintains file of vendor invoices and payment receipts (hotel, Verizon, SCIF, etc.) for tracking and reconciliation; • Ensures invoices are correct including amount to be paid, date(s) of service, vendor information, and FI\$Cal codes match with type of service being provided; • Contacts vendors and arranges for adjustments on wrong or substandard items or services; • Reviews Commission Travel Expense Claims (TECs), works with claimant to ensure the TEC is correctly assembled, and submits it to DGS FS for processing. </div> <div data-bbox="375 795 699 831"><u>Contracts and Procurement</u></div> <div data-bbox="375 831 1435 892">Ensures that the supplies, equipment, and services best suited to meeting the needs of the Commission are obtained, available, and ready for use</div> <div data-bbox="375 911 1539 1472"> <ul style="list-style-type: none"> ▪ Evaluates staff and commissioner needs in relation to operational and fiscal concerns to identify optimal supplies and equipment for purchase; ▪ Develops a Statement of Work that accurately reflects the services to be provided to the Commission. ▪ Identifies if the contract or procurement should be forwarded to the DGS Office of Business and Acquisition Services (OBAS) to carry out on behalf of the Commission. ▪ Contacts vendors regarding products and services and evaluates their ability to provide needed services at a fair and reasonable price; ▪ Prepares purchase estimates for needed materials, supplies, and equipment and expedites delivery of items when necessary; ▪ Secures bids and prepares contracts and service agreements for maintenance and repairs to equipment and other contracted services; ▪ Maintains necessary purchase records, stock received reports and inventory records; ▪ Prepares contract documents for submission to Office of Legal Service (OLS) and the State Controllers Office. ▪ Maintains contract files as required by State Contract Manual and state requirements; ▪ Receives, inventories, stores, and cares for commodities purchased for the use of the Commission. </div> <div data-bbox="375 1491 566 1524"><u>Public Meetings</u></div> <div data-bbox="375 1524 1495 1587">Provides support for ensuring that commission virtual and/or public meetings/hearings occur as scheduled with all required support services for the commission and the public</div> <div data-bbox="375 1606 1539 1936"> <ul style="list-style-type: none"> • Participates in the preparation of meeting schedules, assists in the development of meeting agendas, and publishes and posts the meeting agendas and related materials to the commission's website; • Schedules meeting speakers and coordinates their appearance before the commission; • Schedules the commission's virtual public meetings including assisting in all necessary support functions to livestream or conference call; • Confers with the personnel providing commission meeting support and works with them to resolve any identified problems; • Obtains feedback from staff and commissioners on contracted services, venues, and operations to ensure quality support of commission meetings. </div>

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10%	<p><u>Manages Commission staff and operations for optimal support of commission activities:</u> Oversees work of retired annuitants and temporary staff</p> <ul style="list-style-type: none"> ▪ Provides planning and oversight of the work of retired annuitants; ▪ Confers with the commission chair and vice-chair to formulate short and long range plans; ▪ Reviews the need for additional staffing to maintain optimal support of the commission's operations; ▪ Establishes office and work policy and procedures; ▪ Sets work priorities and ensures their timely completion; ▪ Evaluates alternative approaches for staffing and work completion to ensure optimal efficiency in a cost-driven environment; ▪ Confers with staff in charge of the various commission activities and advises them on problems relating to these activities; ▪ Monitors performance through production documents, daily/weekly reports, personal observations, and by following-up with staff to ensure performance expectations are being met; ▪ Provides feedback to staff on performance noting exceptional performance as well as areas of improvement through regular discussions; ▪ Supervises staff providing the Commission's IT needs including desktop needs and web-based communications.
20%	<p><u>Manages commission website and communications from the public:</u> Maintains website and responds to communications from the public</p> <ul style="list-style-type: none"> ▪ Ensures procedures for accepting and posting public comments and meeting materials are performed according to legal requirements; ▪ Answers public phone line responding to inquiries and concerns from citizens, interested groups and elected officials; ▪ Periodically reviews website to ensure links are working and it is up to date; ▪ Performs periodic website maintenance and updating; ▪ Reviews website presentation and communication needs based on user feedback and confers with Commission Chair/Co-Chair on possible changes; ▪ Logs phone and email messages from the public and either responds or directs it to legal staff and/or commission chair; ▪ Forwards Public records Act requests to Commission legal counsel; ▪ Maintains logs of mail and package pick-up and delivery, tracking costs.
15%	<p><u>Human Resources</u> Acts as personnel liaison for the Commission</p> <ul style="list-style-type: none"> ▪ Tracks state required training (EEO, Harassment, etc.) sending reminders to staff and commissioners to ensure timely completion and accurate records; ▪ Grants or denies staff request for time off or requests to work overtime; ▪ Reviews monthly timesheets for all staff and commissioners and submits to DGS HR in a timely manner; ▪ Tracks and maintains records of all staff and commissioner timesheets and retired annuitant hours; ▪ Acts as personnel liaison for the commission addressing the personnel needs of staff and commissioners; Ensures that required HR documents are filled out and submitted to DGS HR in a timely manner; ▪ Responds to correspondence from CalHR, CalPERs, DGS HR, and SCO as needed and required. Acts as personnel liaison for the commission; ▪ Manages and directs staff in accordance with established Equal Employment Opportunity (EEO) and state personnel policies rules and regulations.

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	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of: State accounting practices; Fi\$Cal People Soft (Purchase orders, contracts); state requirements for processing Travel Expense Claims; fundamentals of state appropriation and state budgeting; principles and state practices for organizing and holding public meetings; fundamentals of the Bagley-Keene Open Meeting Act; state contracting and procurement requirements (for small business contracting, Requests for Proposals, CalCard use); principles of supervision; state personnel practices as related to timekeeping, and retired annuitants; handling Public records Act requests, required state training for employees and managers.</p> <p>Ability to: Think clearly and quickly and analyze and solve problems; work independently to resolve situations promptly and effectively; organize, allocate, coordinate, and evaluate work of staff; present ideas and information effectively both orally and in writing; work under pressure; establish and maintain effective relationships with Commission staff and Commissioners, venue personnel, staff of multiple state departments, and the public; manage multiple tasks and priorities; prioritize activities and assignments in changing conditions.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> ▪ Ability to work with time demands and multiple priorities. ▪ Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. ▪ Ability to stay calm when working with the public; ▪ Positive perspective and a problem-solving approach; ▪ Decisive, innovative, and flexible with the ability to meet multiple demands and timeframes. ▪ Strongly service oriented. ▪ Ability to present a strong team approach, sees what needs to be done and steps up to help get it done. <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Experience working with Fi\$Cal Hyperion. ▪ Experience with posting to websites and website maintenance (Wordpress or similar). ▪ Experience providing IT desktop and phone support. ▪ Experience providing support with Microsoft O365. ▪ Knowledge of CA Govt. Code Sect. 8253 and CA Constitution Article XXI and their application to the Commission. <p>INTERPERSONAL SKILLS.</p> <ul style="list-style-type: none"> ▪ Displays positive, supportive and respectful interaction skills. ▪ Interacts successfully in a team environment. ▪ Communicates successfully with diverse communities. ▪ Communicates effectively with individuals from varied experiences, perspectives and backgrounds, which may involve occasional exposure to aggressive clientele or adversarial conditions. ▪ Ability to deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

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	<p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> ▪ May be required to stand or sit for long periods. ▪ Work hours may include weekends, evenings and holidays and possible overtime. ▪ May require exposure to groups and/or individuals with viewpoints that are oppositional to the message or perspective of the Commission or other attendees ▪ Occasional exposure to a range of climatic environments and traffic conditions. ▪ Travel may be required. <p><u>Physical Ability</u></p> <ul style="list-style-type: none"> ▪ The job duties may require the employee to sit or stand for long periods. ▪ May entail walking, standing, stooping, sitting, reaching, and lifting. ▪ Talking, seeing, and hearing are essential to performing the job requirements. ▪ Common eye, hand and finger dexterity is required for most essential functions. ▪ Requires occasional lifting and carrying of equipment and supplies weighing up to 20 lbs. <p><u>Mental Ability</u></p> <ul style="list-style-type: none"> ▪ Understand, follow, and communicate procedures. ▪ Understand and provide verbal and written instructions ▪ Understand and provide written and verbal communication. ▪ Understand and carry out written, oral, or diagrammed instructions. ▪ Deal with problems involving several concrete variables in standardized and nonstandard situations. ▪ Use of spreadsheets for entering data and performing mathematical computations. <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis; read and understand state regulations and legislative bills.</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, and elementary statistics.</p> <p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities in a changing environment; anticipate obstacles; formulate plans consistent with established timelines; modify plans or adjust priorities given changing goals.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals, responsibility, and recognition.</p>

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	<p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, and resources,</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed; pursue creative approaches when traditional or customary approaches are lacking in results.</p> <p>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</p>